



EYNSHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting
in the Bartholomew Room at 7.30pm
on Tuesday 29 May 2018

MINUTES

Present: Cllr Nick Relph (Committee Chairman), Cllr Richard Andrews, Cllr Gordon Beach, Cllr Andy Mosson and Cllr Dennis Stukenbroeker.

In attendance: Clerk to the Council and Rachel Johnson.

18/F17 To elect a Committee Chairman for 2018/19 – Cllr Relph was elected as Chairman for the Council year 2018/19.

18/F18 To receive apologies for absence – None. Cllr Ross Macken was not present.

18/F19 To receive Declaration of Interest in agenda items – None.

18/F20 Public Participation – to receive submissions from members of the public relating to items on the agenda, in accordance with the Council’s Code of Conduct and Standing Orders – None.

18/F21 To review the minutes of the meeting 27 February 2018 – The minutes were reviewed.

18/F22 To consider and approve the following policies:-

- (a) Grant Aid Policy – It was **RESOLVED** that the policy was approved subject to one minor amendment.
- (b) Complaints Policy – It was **RESOLVED** that the policy (and accompanying form) was approved subject to one minor amendment.
- (c) Investment Strategy – It was **RESOLVED** that the policy is approved.
- (d) General Data Protection Regulation Policies - It was **RESOLVED** that that policies are approved. Clerk is to enquire with PumpkinPip whether an automatic email footer can be provided as part of its email service for Councillor’s use.

18/F23 Current financial update:-

- (a) **To review income and expenditure for the year to date** – The Clerk summarised income and expenditure against budget for the year to date.
- (b) **To recommend any virement or transfer to earmarked reserves** – Explanations were provided for any variances and it was considered not to make any virements or transfers to or from reserves at the current time.

18/F24 To consider and approve new NALC Model Standing Orders – It was **RECOMMENDED** that the new Standing Orders are approved subject to two minor amendments.

18/F25 To consider any amendments to Financial Regulations – It was **RECOMMENDED** that the current version of the Financial Regulations are up to date and approved without amendment.

18/F26 To consider and approve a quote for insurance cover – Three quotes were considered. It was **RESOLVED** that BHIB’s quote is accepted being the lowest provided subject to revised quote following update of Asset Register.

18/F27 To consider and approve a List of Regular Payments – It was **RESOLVED** that the list was approved.

18/F28 To review online banking arrangements and agree actions – Cllr Beach advised that the current banking arrangements do not apparently allow for admin access. It was agreed that the RFO will contact Unity Bank to obtain application forms and provide a summary of account services at the next for next Finance & General Purposes Committee meeting.

18/F29 To review the budget setting process – It was agreed that a revised approach to budget setting with Committee Chairs to be more involved in planning future years expenditure. RFO to draft and circulate proposed new procedure.

18/F30 To confirm date of the next meeting – 31 July 2018 – Confirmed.

EXCLUSION OF THE PUBLIC AND PRESS: At the conclusion of this part of the agenda, the Chairman will move that, considering the confidential nature of the business to be discussed, the public, press and broadcast media be excluded for the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960.

18/F31 To approve the appointment of a new Responsible Financial Officer (RFO) with effect from 9 July 2018 – It was **RESOLVED** that Rachel Johnson is appointed as RFO with effect from 9 July 2018. Rachel was welcomed to the Council and her Contract of Employment was signed.

18/F32 To amend the Clerk/RFO role to Clerk with effect from 9 July 2018 – It was **RESOLVED** that with effect from 9 July 2018, the Clerk/RFO role will be divided. Katherine Doughty will be employed as Clerk and Rachel Johnson will be employed as RFO.

18/F33 To review the Clerk's hours of work and agree actions – It was **RESOLVED** that with effect from 1 September 2018, the Clerk's hours will increase to 30 per week.

The meeting closed at 8.50pm.